

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415

September 26, 1999

The Guide to Processing Personnel Actions

Update 32

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
v thru viii	Update 29 December 31, 1998	v thru viii	Corrects subchapter titles for chapters 6, 8, 16, and 22.
6-1 thru 6-64	Various	6-1 thru 6-28	(1) Explicitly state policy on documenting changes in Service Computation Date-Leave on separation and after short periods of excess nonpay. (2) Change documentation requirements to authorize use of agency alternatives to the Standard Form (SF) 144-A and eliminate long-term retention of the SF 144. (3) Eliminate requirement for the frozen service and creditable military service remarks on Change in SCD actions.

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Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

Inquiries: For inquiries about information in this update, contact the Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information, Personnel Records and Systems Division by email at owi@opm.gov.

The Guide to Processing Personnel Actions (2)

Summary of Changes — continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-51 thru 9-52	Update 25 December 12, 1997	9-51 thru 9-52	Delete remark code M32.
10-15 thru 10-16	Update 30 February 26, 1999	10-15 thru 10-16	Update the legal authority cited with legal authority codes M8M, NAM, NCM, NEM
10-27 thru 10-30	Update 30 February 26, 1999	10-27 thru 10-30	Update the legal authority cited with legal authority codes MEM, MGM, MJM, MLM, MMM, MLK
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24-5 thru 24-6	Update 28 November 13, 1998	24-5 thru 24-6	Delete reference to remark code M32.
24-9 thru 24-10	Update 30 February 26, 1999	24-9 thru 24-10	Delete remark code M32.
34-3 thru 34-4	Update 25 December 12, 1997	34-3 thru 34-4	Update reference to chapter 6.

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Chapter 6. Creditable Service for Leave Accrual

Subchapter 1. Determining Creditable Service

1-1. Coverage.

a. This subchapter covers procedures for determining creditable service for leave accrual purposes. It explains how to:

- (1) Identify prior service;
- (2) Verify prior service; and
- (3) Determine if prior service is creditable for leave.

b. Subchapter 2 explains how to compute a Service Computation Date for leave. Subchapter 3 explains when and how to process a personnel action to document a change in a Service Computation Date.

c. Information on determining creditable service for other purposes is found in other issuances. These include:

- (1) **The CSRS and FERS Handbook** - service credit for retirement;
- (2) the **Restructuring Information Handbook** and title 5, **Code of Federal Regulations**, (CFR) part 351 - service credit for reduction in force;
- (3) the **Code of Federal Regulations** (CFR) - creditable service for:
 - (a) within-grade increases in 5 CFR 531 and 532;
 - (b) tenure in 5 CFR 315; and
 - (c) initial and supervisory probationary periods in 5 CFR 315.

1-2. Service Computation Date

A Service Computation Date (SCD) is a date, either actual or constructed, used to

determine benefits that are based on how long the person has been in the Federal Service. The SCD-Leave is used to determine the rate at which an employee accrues annual leave - 4, 6, or 8 hours per pay period - depending on the amount of service creditable for leave accrual purposes. Agencies must establish an SCD-Leave for each employee at appointment, whether or not the employee is eligible to earn leave. To establish the SCD, the agency must identify the employee's prior Federal service, verify such service, determine how much, if any, of the service is creditable for leave accrual purposes, and then compute the SCD.

1-3. Identifying Prior Federal Service.

a. Application. Review the employee's application or resume to identify any prior Federal service. Federal service includes civilian and military service.

b. Standard Form 144. Ask each appointee to complete the Standard Form 144, Statement of Prior Federal Service. This allows the employee to supplement the Federal service listed on his or her application.

c. Optional Form 306. Use information from the Optional Form 306, Declaration for Federal Employment, to determine if the employee is a military retiree.

1-4. Creditable Service.

Section 6303 of title 5, United States Code, sets the rules for crediting service for annual leave accrual. The law states: “In determining years of service, an employee is entitled to credit for all service of a type that would be creditable under section 8332, regardless of whether or not the employee is covered by subchapter III of chapter 83.” Creditable service falls into three general categories:

- service as a civilian employee, that is, service under a Federal appointment performing Federal functions under Federal supervision;
- active duty in the uniformed services; and
- other service made creditable by specific legislation.

1-5. Creditable Civilian Service

a. Types of Service. All civilian service that is *potentially* creditable for Civil Service Retirement Service (CSRS) purposes is also creditable for leave accrual. Potentially creditable includes service that could be credited if the employee made deposits to the Retirement fund. Such deposits are *not* required before the employee gets credit for leave accrual purposes. Creditable civilian service for leave accrual includes service:

(1) under a Federal appointment as defined in section 2105 of title 5, United States Code, whether in the competitive, excepted, or Senior Executive Service.

(2) covered by CSRS or Federal Employees’ Retirement System (FERS) retirement deductions, including service for which the employee received a refund of the retirement deductions.

(3) under other Federal retirement systems as long as the individual *could* obtain a refund of his or her deductions under that system and deposit them in the CSRS fund. Civilian service under systems where the employee *cannot* withdraw contributions, such as the DC Police and Firefighter System and the Financial Institutions Retirement Fund, is *not* creditable.

(4) listed in Chapter 20, Subchapter 20A of **The CSRS and FERS Handbook**. This chapter contains detailed information on civilian service that is creditable for retirement purposes. Civilian service creditable for civil service retirement under section 8332 of title 5, United States Code, is also creditable for leave.

b. Amount of Service to be Credited.

In general, employees get a day of credit for each day of full time or part time service. Elapsed calendar time is the maximum time that can be credited. For example, if an employee has two part time appointments from January 1, 1998, thru March 31, 1998, credit is limited to three months. Special rules apply to short separations, absence for uniformed service or compensable injury, periods of nonpay/nonduty status, and service on an intermittent work schedule.

(1) *Separations* of less than three calendar days between two periods of creditable civilian service are to be credited. The separation period is treated as a continuation of the first period of service.

(2) Employees who are absent because of *uniformed service or compensable injury* are entitled to be treated as though they had never left. The regulations governing restorations to duty after uniformed service or compensable injury are in part 353 of

title 5, Code of Federal Regulations (CFR). A person who is reemployed under 5 CFR 353 receives credit for the entire period of his or her absence, that is, the entire period from the time the employee left until he or she was restored or reemployed.

(3) Periods of *nonpay/nonduty status* are credited to a maximum of six months per calendar year. Examples of nonpay/nonduty time include leave without pay, furlough, suspension, and placement in nonpay status. This limit does not apply to employees who are absent because of uniformed service or compensable injury. Periods of leave without pay for uniformed service or compensable injury are fully creditable for leave accrual.

(4) *Intermittent* service is service without a prearranged regularly scheduled tour of duty; this was also known as WAE or when actually employed service. Only the days or hours in pay or work status are credited for periods of intermittent service. The credit cannot exceed the calendar time of the period involved. For example, an intermittent employee who worked 100 hours in a 2 week period may not be credited with more than 2 weeks of service. Before 1980, on-call or seasonal work was differentiated from intermittent work by a remark on the Standard Form (SF) 50 or in the employment agreement that indicated that "Service credit...for leave accrual continues up to a maximum of six months per calendar year." If this or a similar remark is not shown on the SF 50 or the employment agreement, the service is treated as intermittent.

c. Verifying Creditable Civilian Service.

(1) Official Personnel Folder. If the

application or Standard Form 144 indicates prior civilian Federal service, follow the procedures in the Operating Manual, **The Guide to Personnel Recordkeeping**, to request the employee's Official Personnel Folder. The Folder should include the documents used to verify prior service during the employee's last appointment. **The Guide to Personnel Recordkeeping** also contains instructions for requesting transcripts of service for civilian employment not under the Office of Personnel Management's recordkeeping authority and for reconstructing Official Personnel Folders that have been lost.

(2) Postal Service Temporary Christmas Employment. Most Postal Service employment will be documented in the Postal Official Personnel Folder. The Postal Service does not create a personnel folder for temporary Christmas employees. To verify this employment, contact the Post Office where the employee worked or use payroll records. Payroll records can be obtained from: National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118.

(3) Affidavits. If the agency is unable to locate any records that can be used to reconstruct an employee's folder, the agency can use other evidence to give credit for *civilian service for leave accrual purposes only*. In these cases, the burden of proof is on the person claiming service. Other evidence can include travel orders, payroll cards, credit reports that show the Federal employment, or affidavits. Affidavits are required from the employee and at least two other people who were in a position to know the facts of the employment, such as former supervisors. The affidavits must be

notarized. Future employers will accept service verified by affidavit as they would any other service verified by a prior employer.

1-6. Creditable Uniformed Service.

a. General Rule. To be creditable for leave accrual purposes, uniformed service must have:

(1) ended honorably. That includes: an honorable discharge or a discharge under honorable conditions (general) or transfer to the inactive reserves under honorable conditions.

and

(2) been active duty in a uniformed service.

(a) The uniformed services consist of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) plus the commissioned officer corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

(b) Active duty is full time duty in the Armed Forces. In the Reserves this would include active duty for training but not weekly or monthly assemblies or drills. National Guard duty must be active duty in the service of the United States under title 10, United States Code, or under a call by the President or Secretary of Defense. National Guard service or training under the call of the Governor of a State or performed for a State under title 32, United States Code, is *not* creditable.

b. Restrictions on Credit for Military Retirees. Section 6303 of title 5, United States Code, restricts the amount of leave accrual credit military retirees receive for their active duty service. This section

contains specific language on the treatment of uniformed service for leave accrual purposes and differs from the way this service is treated for civil service retirement purposes. This is an exception to the general rule that ties service credit for retirement and leave accrual.

(1) Definition of military retiree. For leave accrual purposes, a military retiree is any member or former member of the uniformed services who is entitled, under statute, to retired, retirement, or retainer pay on account of service as a member. Uniformed services retirees include persons on their service's Temporary Disability Retirement List (TDRL) and Navy and Marine Corps personnel who have been transferred to the Fleet Reserve. Note that the definition is based on an *entitlement*; waiving the actual pay has no impact on whether the person is a military retiree.

(2) Exemptions from the restrictions. Military retirees may receive credit for all active military service **only** if one of the following three conditions is met:

(a) the uniformed services retirement was based on disability that *either* resulted from an injury or disease received in the line of duty as a direct result of armed conflict *or* was caused by an instrumentality of war and was incurred in the line of duty during a period of war as defined in sections 101 and 301 of title 38, United States Code.

(b) the uniformed services retiree was employed in a civilian position subject to the Leave Act on November 30, 1964, and has been continuously employed without a break in service of more than 30 days since that date.

(c) the individual first becomes eligible for a uniformed services annuity

while serving as a civilian employee. This includes reservists who qualify for an annuity at age 62, as well as employees who are recalled to active duty, qualify for uniformed services retirement, and then are restored to Federal civilian employment. *This exemption applies only to the current period of civilian employment.* If the employee separates and is reemployed later, the restrictions will apply.

(3) Creditable service. For military retirees who do not qualify for one of the exemptions in (2) above, credit for active duty uniformed service is limited to *service in the armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized.*

(a) Service must have been in the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard). Service in the commissioned officer corps is only creditable if it was in the Armed Forces - for example with the Public Health Service subject to full military benefits or while part of the Armed Forces.

(b) Service during a war is creditable regardless of where the person served or what duties were performed. The last war for leave accrual credit purposes was World War II which officially began on December 7, 1941, and ended on April 28, 1952.

(c) Service in a campaign or expedition for which a campaign badge has been authorized is creditable only for the actual service in or as a part of the campaign or expedition. For example, if a military retiree was on active duty for the entire period of the Vietnam campaign (07-01-1958 through 03-28-1975) but served in that campaign for 14 months, the retiree is entitled only to the 14 months campaign

service credit. He or she is not entitled to credit for time on active duty outside of the campaign area. The **VetGuide**, available on the Office of Personnel Management's website (<http://www.opm.gov>), contains a list of campaigns and expeditions.

c. Verifying Creditable Uniformed Service.

(1) Uniformed service must be verified by the branch in which the person served. The Office of Personnel Management does not verify information on the dates or nature of uniformed service, type of discharge, or nature of any retirement from the uniformed service.

(2) Service in the Armed Forces is documented on the DD 214, Certificate of Release or Discharge from Active Duty. This form shows the dates or total amount of active duty and the type of discharge or separation. If the employee does not have a copy of this form, he or she should obtain it from: National Personnel Records Center (Military), 9700 Page Boulevard, St. Louis, MO 63132.

(3) When a retiree's DD 214 does not show the exact dates of service in a campaign or expedition, use the Standard Form (SF) 813, Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions, to request that information. The SF 813 is available from the Office of Personnel Management's website (<http://www.opm.gov/forms>). Ask the retiree to list the campaigns on the form and send the form in duplicate to the office listed on the reverse of the form.

(4) Dates of active duty National Guard service should be documented on the DD 214 or on orders placing the employee on active duty. Copies of orders should be

obtained from the Adjutant General for the State National Guard in which the employee served. The request may be on a Standard Form 180, Request Pertaining to Military Records, and should include a statement that “The beginning and ending dates of honorable active ARNGUS or ANGUS duty and the authority of law under which it was performed under either a call by the President or an order by the Secretary of Defense (or his designee) are needed to verify prior Federal service credit for the named Federal employee.”

(5) Dates of active duty service as a Public Health Service (PHS) Commissioned Officer should be documented on PHS Form 1867, “Statement of Service-Verification of Status of Commissioned Officers of the U.S. Public Health Service.” The form can be obtained from: Personnel Services Branch, Division of Commissioned Personnel, U.S. Public Health Service, Room 4-35, Parklawn Building, 5600 Fisher’s Lane, Rockville, MD 29857.

(6) Dates of active duty service as a National Oceanic and Atmospheric Administration (NOAA) Commissioned Officer should be documented on NOAA Form 5616, “Report of Transfer or Discharge.” The form can be obtained from: Commissioned Personnel Center, NOAA-Attn: CPC (Rm 12100), SSMC-3, 1315 East-West Highway, Silver Spring, MD 20910.

(7) Figure 6-2 lists sources of information on whether a retirement from the uniformed services was based on war- or combat-incurred disability.

1-7. Other Creditable Service.

a. General. Specific statutes have made some civilian service that does not meet the definition of Federal employment creditable for leave or retirement. Civilian service that is creditable for retirement is also creditable for leave accrual purposes. The kinds of service that occur most frequently are described below. Detailed information on these types of service and the specific conditions that must be met for the service to be creditable are in Chapter 20, Subchapter 20A of **The CSRS and FERS Handbook**.

b. National Guard Technician Service. This has been Federal service since January 1, 1969. All those who have served in a National Guard Technician position since January 1, 1969, receive credit for all their service, including any pre-1969 service. Specific legislation granted limited credit for those who had only pre-1969 National Guard Technician service. This service can be verified by contacting the Adjutant General’s office for the State National Guard unit with which the individual served.

c. Nonappropriated Fund Employment (NAF). Section 6312 of title 5, United States Code, grants leave credit for NAF service for employees who move from Department of Defense NAF employment to Department of Defense civil service employment or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable during any subsequent period of civil service employment. Periods of NAF employment under retained civil service retirement coverage are creditable for leave accrual.

Other NAF service performed between 1952 and 1966 may also be creditable. For information on this service, refer to Chapter 20 of **The CSRS and FERS Handbook**. Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in **The Guide to Personnel Recordkeeping**.

d. VISTA Volunteer Service. Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment but the enrollment had to be for a period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from: AMERICORPS*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.

e. Peace Corps Volunteer Service. Satisfactory volunteer service with the Peace Corps is creditable. The training prior to enrolling as a volunteer is not creditable; only actual volunteer time is creditable. Verification of satisfactory volunteer Peace Corps service is available from: Volunteer Staff & Payroll Services, The Peace Corps, Washington, DC 20526.

f. Agricultural Stabilization and Conservation Service County Committee Service. Section 6312 of title 5, United States Code, allows credit for service as an employee of an Agricultural Stabilization and Conservation Service county committee. Verification of such service should be available from: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC 20250.

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Figure 6-1. Standard Form 813

SF 813 (6/94) U.S. Office of Personnel Management FPM Supplement 296-33		Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions (See Instruction on Reverse Before Completing Form)		Date of Request (Month, Day, Year)	
To: (Address A or B From Reverse Side)				PRIVACY ACT STATEMENT Solicitation of this information is authorized by sections 3502, "Retention Order, and 6303, "Leave Accrual," of title 5, United States Code, and solicitation of the Social Security Number (SSN) is authorized by Executive Order 9397, "Using Social Security Number as Identifier." This information, including the SSN, will be used to verify periods of creditable service in all campaigns and expeditions claimed. Furnishing this information, including the SSN is voluntary, but failure to comply may make it difficult or impossible to verify periods of creditable service.	
1. Name Used During Military Service		2. Service Number		3. Social Security Number	
4. Branch of Service		5. Date of Military Retirement		6. Last Military Rank Held	
7. Remarks					
8. NONWARTIME CAMPAIGNS AND EXPEDITIONS Service from 12/7/41 through 4/28/52 is always creditable and need not be verified.		SERVICE CLAIMED From: To: Mo. Day Yr. Mo. Day Yr.		FOR RECORDS CENTER USE ONLY If not correct, give the dates (from and to) of the active duty the person performed in the period covered by the campaign badge or medal. If correct, check here From: To: Mo. Day Yr. Mo. Day Yr.	
9. Requesting Agency (Name, Address and Zip Code)		Items checked were verified by our records. Items which do not correspond with dates shown in records have been corrected.			
		Typed or Stamped Name and Title of Certifying Official			
		Signature		Date Signed	
AUTHORIZED FOR LOCAL REPRODUCTION		813-101		Previously known as OPM Form 813	

Figure 6-1. Standard Form 813 (Reverse)
Instructions for Completing Standard Form 813

**NOTE: DO NOT USE THIS FORM FOR PERSONS
WHO ARE NOT MILITARY RETIREES**

Use Standard Form 813 only to request verification of a retiree's military service performed in a nonwartime campaign or expedition for which badge-medal was authorized, in order to credit such service for leave accrual rate and reduction-in-force purposes. Complete the address block and items 1 through 9 and submit the form in duplicate to the appropriate address listed below.

A. To verify campaign/expeditionary service for military retirees of the U.S. Air Force, U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard, address the request to:

National Personnel Records Center
(Military Personnel Records)
9700 Page Boulevard
St. Louis, MO 63132

B. To verify campaign/expeditionary service for military retirees of the U.S. Army, address the request to:

Commander, U.S. Army Reserve
Personnel Center
ATTN: DARP-VSE-VC
9700 Page Boulevard
St. Louis, MO 63132-5000

The records center will verify only claimed and unverified nonwartime campaign or expeditionary service. It is the retired member's responsibility to provide the names of any nonwartime campaign or expedition in which served. The records center will not verify service unless specific campaigns/expeditions and inclusive dates are listed. Service components (for example, "USAF") or medal (for example, "Vietnam Service Medal") are not sufficient.

If a follow-up check is necessary, reproduce a copy of the original request and clearly mark the top of the Standard Form 813, "Follow-up Request."

Figure 6-2. Information on Uniformed Service Retirement

Use the sources listed below for additional information on whether retirement from the uniformed services was based on war- or combat-incurred disability.

Branch of Service	Records to be Reviewed	Contact
Army	DA Form 199, Physical Evaluation Board Proceedings (1967 or later edition)	<p>For a copy of the form, write to: ARPERCEN Attn: DARP-PAS-EBC 9700 Page Boulevard St. Louis, MO 63132-5200</p> <p>(Label envelope "DO NOT OPEN IN MAILROOM")</p>
Navy and Marine Corps		<p>Request determination from: Office of the Judge Advocate General (JAG 32) Department of the Navy Washington Navy Yard 1322 Patterson Avenue, SE Suite 3000 Washington, DC 20374-5066</p>
Air Force	<p>Department of the Air Force Retirement Order</p> <p>Earlier versions included: DD 424, Certification of Information for Retired Pay; AFPMC 69, Certification of Information for Retirement Pay; AFPMC 134, Retirement Order; AF 2653, Retirement Special Order-Physically Unfit</p>	<p>For a copy of one of these forms, write to: National Personnel Records Center (Military Personnel Records) Air Force Reference Branch 9700 Page Boulevard St. Louis, MO 63132-5100</p>

Figure 6-2. Information on Uniformed Service Retirement

Use the sources listed below for additional information on whether retirement from the uniformed services was based on war- or combat-incurred disability.

Branch of Service	Records to be Reviewed	Contact
Coast Guard		Request determination from: Commanding Officer (RPD) Coast Guard Pay and Personnel Center Federal Building 444 SE Quincy Street Topeka, KS 66683-3591
Public Health Service Commissioned Officer		Send letter to: Personnel Services Branch Division of Commissioned Personnel U.S. Public Health Service Room 4-35, Parklawn Building 5600 Fisher's Lane Rockville, MD 29857
National Oceanic and Atmospheric Administration Commissioned Officer		Send letter to: Commissioned Personnel Center NOAA-Attn: CPC (Rm 12100) SSMC-3 1315 East-West Highway Silver Spring, MD 20910

Subchapter 2. Computing the Service Computation Date-Leave

2-1. Coverage.

This subchapter covers how and when to compute the Service Computation Date for leave accrual purposes. Before doing the computations, all periods of creditable service should be identified and verified. See subchapter 1.

2-2. When to Compute the Service Computation Date-Leave.

a. Appointment. A Service Computation Date-Leave must be established for each individual at the time of appointment.

b. Separation. When an employee on an intermittent work schedule or with excess nonpay time leaves the agency, the losing agency must recompute the Service Computation Date-Leave. The adjustment must account for all noncreditable periods of nonpay and for any intermittent service. The adjusted Service Computation Date-Leave is shown on the separation.

c. Additional service. The current agency must recompute the Service Computation Date-Leave when the employee claims additional creditable service or earlier service is made creditable by legislation or other action.

d. Change in military retiree status. If an employee is removed from the military's Temporary Disability Retirement List and discharged from a branch of the uniformed service, the employee's separation is no longer considered to be a retirement. The employee is no longer subject to the

credit limitations for military retirees. The agency must recompute the Service Computation Date-Leave to adjust for this change.

e. Discovery of an error. The current employing agency must recompute an employee's Service Computation Date-Leave when an error is discovered. It does not matter when the error was made, who made it, or what information the employee previously received about the credit to which he or she might be entitled.

f. Change from an intermittent work schedule. When an employee changes from an intermittent to a full time or part time work schedule (including a full or part time seasonal schedule), the agency must recompute his or her Service Computation Date-Leave to give credit for the hours worked. The adjusted Date should be on the action documenting the change in work schedule. Agency payroll records are the usual source of information on the hours worked by intermittent employees.

g. Return to pay or duty status. When an employee returns to duty after a period of noncreditable nonpay or nonduty status, the agency must recompute his or her Service Computation Date-Leave.

(1) If all the noncreditable nonpay is documented on a personnel action, the adjusted Date should be on the action documenting the return to duty status.

(2) There are instances where noncreditable nonpay is not documented on a personnel action. For example, if an employee already has accumulated six months of nonpay status in a calendar year

and then takes an additional two weeks of leave without pay, the two weeks would be noncreditable time but would not be documented on a personnel action. In these cases, the agency has two options for documenting the Change in Service Computation Date-Leave:

- process a personnel action when each period of noncreditable nonpay ends.
OR
- keep a record of all noncreditable nonpay in the calendar year and process a single personnel action covering all periods of noncreditable nonpay during the year. If using this option, the agency must process the action in January of the year following the noncreditable nonpay.

2-3. Action on Appointment.

a. No prior service. If the person being appointed has not had any previous military or civilian service, use the date of appointment as the Service Computation Date-Leave.

b. Prior service.

(1) If the employee is being appointed after a break in service of three calendar days or less from creditable civilian service, and the employee does not identify any previously unclaimed service on the Standard Form 144, use the Service Computation Date-Leave on the separation action. The previous agency should have recomputed the Date if there were any intermittent service or excess nonpay.

(2) The Service Computation Date-Leave must be recomputed if the employee:

- had a break in civilian service of more than three calendar days; or

- claims military or civilian service that had not been claimed before.

2-4. Before Computing the Service Computation Date.

a. Put creditable service in chronological order. This ensures that each period of service will be credited and prevents double credit. Double credit can occur when a person has two or more appointments. The time credited can never be more than the equivalent of one full time period of service, that is, the calendar time. Examples include:

- employees on two part time appointments in different agencies. Credit is limited to the calendar time covered by the dual appointments.
- employees who serve on active military service while on leave from civilian service. Credit is limited to the calendar time.

b. Determine the amount of excess nonpay time. This applies to periods of full time and part time service. Since intermittent service is credited only for the time worked, nonpay time is not an issue. If the employee had more than one appointment, use only periods where he or she was not in pay status under any appointment to determine if there was any excess nonpay time.

c. Determine the amount of credit for intermittent service. Only the days or hours actually worked can be credited. If the employee was working on an intermittent schedule for more than one agency at the same time, add the days or hours worked and use the total to credit the service.

- (1) Intermittent service before March 1,

1986, is credited using a work year of 260 days or 2080 hours. Use Figure 6-3 to convert the days worked to months and days of service credit. If the records show hours rather than days, divide the hours by eight to determine the number of days. Excess hours are rounded up; 17 hours = 3 days.

(2) Intermittent service on and after March 1, 1986, is credited using a work year of 2087 hours. Use Figure 6-4 to convert the hours worked into months and days of service credit. If intermittent service was recorded as days rather than hours, it may be credited using Figure 6-3.

(3) Compare the credit for hours worked to the elapsed calendar time. No matter how many days or hours an employee actually worked, he or she is entitled to credit for no more than the amount of service that could have been performed on a full time work schedule, that is, the actual calendar time.

d. Military time. Review the creditable military service to determine if the dates or the amount of service should be used in the calculation. If military service ended on February 28 or 29, use February 30 as the separation date. Do not use the full calendar dates of military service if the period of service includes inactive service or if credit is limited because the employee is a military retiree. When service is shown in days, divide by 30 to determine the number of months. *Do not use the charts for civilian service to change military time into months and days.*

2-5. Computing the Service Computation Date-Leave.

a. General.

(1) Service Computation Date-Leave

calculations are based on a 360 day year, that is, 12 months of 30 days each. Calculations based on a 365 day year may yield different results.

(2) Dates are added and subtracted in day, month, year order. Borrowing is based on the 360 day year, with 30 days equal to a month, and 12 months equal to a year. The example below shows how to subtract December 23, 1994 from April 15, 1996.

Step 1: Subtract days. Since 23 is larger than 15, borrow 1 month to add 30 days to the 15. Even though March has 31 days, in borrowing each month is treated as 30 days.

	03	45
1996	04	15
-	1994	12 23
		22

Step 2: Subtract months. Since 12 is larger than 3, borrow 1 year to add 12 months to the 3.

	1995	15
		03 45
	1996	04 15
-	1994	12 23
		03 22

Step 3: Subtract years.

	1995	15
		03 45
	1996	04 15
-	1994	12 23
	1	03 22

Result is 1 year, 3 months, 22 days.

(3) The net effect of the computations is to add noncreditable time and subtract creditable time from the initial appointment

date. Adding time increases the date and decreases the number of years of service. Subtracting time decreases the date and increases the number of years of service.

b. Separation Dates. Separations are effective at midnight of the effective date. For each period of full or part time civilian service, the day of the separation must be credited. This can be done by:

- adding a day to each separation date, OR
- adding the number of separations to the days being subtracted from the appointment date.

c. Breaks in Civilian Service.

Separations of one, two, or three calendar days between two periods of creditable civilian service are ignored in computing the Service Computation Date (SCD)-Leave. These small breaks in service are treated as continuations of the first period of service. The separation date for that service should be adjusted to include the break in service in the SCD computations. For example, an employee separates from the Department of Army on January 15, 1998, and is appointed in the Department of Agriculture on January 19, 1998. In computing the SCD-Leave, use January 18, 1998, as the separation date for the Department of Army service.

d. Computation Methods.

(1) The preferred method is to:

- add the appointment dates for all periods of full or part time creditable service plus the total excess nonpay time plus the entrance on duty date for the current appointment;
- add the separation dates for all periods of full or part time creditable service plus the service credited as months and days (intermittent service, some military service);

- subtract the separation total from the appointment total.

This is the method documented on the Standard Form 144A, Statement of Prior Federal Service - Worksheet.

(2) The alternative method is to:

- compute the amount of creditable service for each period of employment, generally by subtracting the beginning date from the ending date;
- total the amounts of creditable service;
- subtract the total from the entrance on duty date for the current appointment.

e. Converting to a realistic calendar date. When dates are added and subtracted, the answer may not always be a realistic date. The month may be zero or more than 12; the day may be zero or more than the number for the month. In those cases, the date must be converted to a realistic calendar date by following the rules in Figure 6-5.

f. Example. Figure 6-6 is a sample computation using the equivalent of Standard Form 144A, Statement of Prior Federal Service - Worksheet.

2-6. Documenting the Service Computation Date-Leave Determinations.

a. Purpose. Service Computation Date-Leave determinations are documented to allow the determinations to be used and verified throughout the employee's Federal civilian service.

b. Content. Service Computation Date-Leave determinations must be documented on the Standard Form 144A or an agency equivalent form.

(1) There are exceptions to this requirement. Separate documentation is not required when an agency processes personnel actions that change the Service Computation Date-Leave because of excess nonpay or service on an intermittent work schedule. Agency personnel and payroll systems generally do these types of calculations. Remarks on the personnel actions document the amount of service being credited.

(2) Agency equivalent forms may be variations on the Standard Form 144A or printouts from computer programs that calculate service computation dates. In all cases, the documentation should show:

- what periods of service were evaluated;
- what periods of service were determined to be creditable for leave accrual purposes;
- the amount of time credited for each period of service; and
- the calculations used to compute the Service Computation Date-Leave.

c. Supporting documentation.

Copies of documents used to claim or verify service not otherwise found in the Official Personnel Folder should be attached to the Standard Form 144-A or equivalent form.

d. Filing.

(1) Standard Form (SF) 144-A or equivalent and the supporting documents should be filed on the right side of the Official Personnel Folder. It should be filed directly under the personnel action that reflects the Service Computation Date-Leave on the form. For example, the SF 144-A for the initial appointment should be filed directly under the SF 50, Notification of Personnel Action, documenting the appointment.

(2) The Standard Form 144, Statement of Prior Federal Service, should be filed according to agency instructions.

2-7. Retirement-Related Data.

a. Creditable military service is reported in remark M39 and to the Central Personnel Data File. This remark is required on all accessions and conversions (natures of action in the 1xx and 5xx series). It is the total number of years and months of military service that is creditable for annual leave accrual purposes. It is calculated by adding together the periods of active military service that were credited in computing the employee's Service Computation Date-Leave. Except for military retirees, this is generally the amount of active duty shown on the final DD 214. Days are dropped; for example, if the employee had 4 years, 3 months, and 25 days of creditable military service, the amount in remark M39 would be "04-03." If the employee had no *creditable* military service, enter "00-00" or "none" in the remark.

b. Frozen service is reported in remark M38 and to the Central Personnel Data File. This remark is required on accessions, conversions, and Changes in Retirement (natures of action in the 1xx and 5xx series and 803) when the employee's retirement plan code is "C," "E," "K," "L," "M," or "N." If the retirement plan code is *not* one of those listed, do *not* use remark M38.

(1) Definition. Frozen service is the total number of years and months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of an employee covered by the CSRS Offset or the Federal Employees'

Retirement System (FERS). The amount of service is computed when the employee first becomes covered by the CSRS Offset or elects FERS. Once computed, it never changes.

(2) Computing frozen service.

(a) Frozen service is always *zero* if the employee:

- is *automatically* covered by the Federal Employees' Retirement System (FERS); OR
- has less than 5 years of creditable *civilian* service before becoming subject to Civil Service Retirement System Offset (retirement plan codes C and E); OR
- has less than 5 years of creditable *civilian* service before *electing* FERS coverage.

Enter "00-00" or "none" in remark M38 for these employees.

(b) For other employees, frozen service is computed by subtracting the beginning date from the ending date of each continuous period of service that would be creditable for Civil Service Retirement System (CSRS) purposes. All service is then added together and converted to years and months. Days are dropped. Service under CSRS Offset is not included.

Example:

An employee has two periods of prior civilian service and one period of military service when first covered by CSRS Offset. Service includes:

- 11-20-1974 thru 06-16-1975 civilian service under FICA;
- 09-03-1976 thru 12-12-1981 civilian service under CSRS;
- 10-06-1982 thru 06-15-1984 military service;

- 07-06-1990 appointment under CSRS Offset.

All the periods of prior service could be creditable for CSRS purposes so all service before the 7/6/1990 appointment are frozen service. To compute the frozen service:

Step 1: Subtract the beginning date from the ending date for each period of service. Use the same rules as for computing the Service Computation Date-Leave, including adding one day for the separation date.

(1) 1975-06-17
 -1974-11-20
 0-06-27

(2) 1981-12-12
 -1976-09-03
 5-03-10

(3) 1984-06-16
 -1982-10-06
 1-08-10

Step 2: Add all the periods of service.

0-06-27
5-03-10
+1-08-10
6-17-47

Step 3: Convert the service to years and months. Using the same rules as for computing the Service Computation Date-Leave, 06-17-47 converts to 7-6-17. The days are dropped in reporting frozen service. The frozen service is reported as 7 years and 6 months or "07-06".

Figure 6-3. 260-Day Work Year Chart

Give 1 year of credit for each 260 days worked. For amounts of less than 260 days, use this chart. Find the month entry at the top of the column in which number of days worked appears and then find the day entry at the left margin of the line on which the number of days appears. Example: 120 days worked convert to 5 months and 16 days of credit.

Days	Months											
	<i>Under 1 mo.</i>	<i>1 mo. and up</i>	<i>2 mo. and up</i>	<i>3 mo. and up</i>	<i>4 mo. and up</i>	<i>5 mo. and up</i>	<i>6 mo. and up</i>	<i>7 mo. and up</i>	<i>8 mo. and up</i>	<i>9 mo. and up</i>	<i>10 mo. and up</i>	<i>11 mo. and up</i>
0			43	65		108	130		173	195		238
1		22	44		87	109		152	174		217	239
2	1	23		66	88		131	153		196	218	
3	2	24	45	67	89	110	132	154	175	197	219	240
4	3		46	68		111	133		176	198		241
5		25	47		90	112		155	177		220	242
6	4	26		69	91		134	156		199	221	
7	5		48	70		113	135		178	200		243
8		27	49		92	114		157	179		222	244
9	6	28	50	71	93	115	136	158	180	201	223	245
10	7	29		72	94		137	159		202	224	
11	8		51	73		116	138		181	203		246
12		30	52		95	117		160	182		225	247
13	9	31		74	96		139	161		204	226	
14	10	32	53	75		118	140		183	205		248
15	11		54	76	97	119	141	162	184	206	227	249
16		33	55		98	120		163	185		228	250
17	12	34		77	99		142	164		207	229	
18	13		56	78		121	143		186	208		251
19		35	57		100	122		165	187		230	252
20	14	36		79	101		144	166		209	231	
21	15	37	58	80	102	123	145	167	188	210	232	253
22	16		59	81		124	146		189	211		254
23		38	60		103	125		168	190		233	255
24	17	39	61	82	104		147	169		212	234	
25	18			83		126	148		191	213		256
26		40	62		105	127		170	192		235	257
27	19	41	63	84	106	128	149	171	193	214	236	258
28	20	42		85	107		150	172		215	237	
29	21		64	86		129	151		194	216		259

Figure 6-4. 2087-Hour Work Year Chart

Give 1 year of credit for each 2087 hours worked. Use this chart for amounts of less than 2087 hours. If the number of hours worked is not on the chart, use the next higher entry (example: for 195 hours, use 197). Find the month entry at the top of the column in which number appears and then find the day entry at the left margin. Example: 197 hours converts to 1 month and 4 days of credit.

Days	Months											
	0 and up	1 and up	2 and up	3 and up	4 and up	5 and up	6 and up	7 and up	8 and up	9 and up	10 and up	11 and up
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	701	875	1049	1223	1397	1571	1745	1919
2	12	186	359	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1930
4	23	197	371	545	719	893	1067	1241	1415	1588	1762	1936
5	29	203	377	551	725	899	1072	1246	1420	1594	1768	1942
6	35	209	383	557	730	904	1078	1252	1426	1600	1774	1948
7	41	214	388	562	736	910	1084	1258	1432	1606	1780	1954
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1959
9	52	226	400	574	748	922	1096	1270	1444	1617	1791	1965
10	58	232	406	580	754	928	1101	1275	1449	1623	1797	1971
11	64	238	412	586	759	933	1107	1281	1455	1629	1803	1977
12	70	243	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1988
14	81	255	429	603	777	951	1125	1299	1472	1646	1820	1994
15	87	261	435	609	783	957	1130	1304	1478	1652	1826	2000
16	93	267	441	615	788	962	1136	1310	1484	1658	1832	2006
17	99	272	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2017
19	110	284	458	632	806	980	1154	1328	1501	1675	1849	2023
20	116	290	464	638	812	986	1159	1333	1507	1681	1855	2029
21	122	296	470	643	817	991	1165	1339	1513	1687	1861	2035
22	128	301	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2046
24	139	313	487	661	835	1009	1183	1357	1530	1704	1878	2052
25	145	319	493	667	841	1015	1188	1362	1536	1710	1884	2058
26	151	325	499	672	846	1020	1194	1368	1542	1716	1890	2064
27	157	330	504	678	852	1026	1200	1374	1548	1722	1896	2070
28	162	336	510	684	858	1032	1206	1380	1554	1728	1901	2075
29	168	342	516	690	864	1038	1212	1386	1559	1733	1907	2081

Figure 6-5. Converting to a Realistic Calendar Date

<i>R</i> <i>U</i> <i>L</i> <i>E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If Month Is</i>	<i>And Day is</i>	<i>Then</i>	<i>And</i>	<i>And</i>
1	More than 12	Any number	Divide month by 12 and add result to year	Use remainder for month	Go to following rules to create Month-Day Relation.
2	0	0	Subtract 1 from year	Change month to 11	Change day to 30.
3		1-31		Change month to 12	Do not change day.
4		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
5	1	0	Subtract 1 from year	Change month to 12	Change day to 31.
6		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
7	2	0	Subtract 1 from month		Change day to 31.
8		29-30	Change day to 28 (see Note 3 of this table).		
9		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
10	3	0	Subtract 1 from month		Change day to 28 (see note 2).
11		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).

Figure 6-5. Converting to a Realistic Calendar Date (Continued)

<i>R</i> <i>U</i> <i>L</i> <i>E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If Month Is</i>	<i>And Day is</i>	<i>Then</i>	<i>And</i>	<i>And</i>
12	4, 6, 9, or 11	0	Subtract 1 from month		Change day to 31.
13		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
14	5, 7, 8, 10, or 12	0	Subtract 1 from month		Change day to 30 (see note 3).
15		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).

NOTES:

1. When proper Month-Day relationship is not created, use rule that applies to situation.
2. When year is a leap year (for example, 1984, 1988, 1992, 1996, or another Presidential election year), change day to 29.
3. When new month is 7 (July), use 31 rather than 30.

Figure 6-6. Example of Service Computation Date-Leave Calculation

An individual is appointed in the Department of the Treasury on November 15, 1998. On the Standard Form 144, Statement of Prior Federal Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from 1981 through 1986.
2. Contractor working for the Department of Labor from September 7, 1981 thru December 13, 1983.
3. Appointment with the Defense Logistics Agency from April 20, 1986 thru August 29, 1992.
4. Appointment with Department of the Interior from September 2, 1992 thru December 31, 1992.
5. Appointment with Department of Commerce on part time work schedule from February 24, 1993 thru July 7, 1993.
6. Appointment with Department of Agriculture on part time work schedule from March 6, 1993 thru September 9, 1994.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, 1994 thru September 30, 1997.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year 1988; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144-A documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first (Defense Logistics Agency) appointment.
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in Figure 6-4. The credit for hours worked does not exceed the calendar time. (If it did, the calendar time would be the maximum amount credited.)

Figure 6-6. Example of Service Computation Date-Leave Calculation

STATEMENT OF PRIOR FEDERAL SERVICE -- WORKSHEET									
Name (Last, First, Middle Initial) Tickle, Elmo, M.				Social Security Number 000-00-0000			Date of Birth (Month, Day, Year) 3/30/1965		
INSTRUCTIONS: Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of <i>The Guide to Processing Personnel Actions</i> for instructions on computing service computation dates (SCDs).									
PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES									
CREDITABLE SERVICE - NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)		
	Year	Month	Day	Year	Month	Day			
U.S. Army Reserves				1	1	4	Ltd to active duty time Excess LWOP - CY 1988		
Defense Logistics Agency	1986	4	20	1992	9	1			
		1							
Dept of Interior	1992	9	2	1992	12	31			
Comm & Agriculture - part time	1993	2	24	1994	9	9			
Dept of Vet Affairs intermittent hours 2134				1		9			
No. of separations						3			
Entrance on Duty Date	1998	11	15						
Total noncreditable service									
Total of appointment dates (A)	7969	27	61						
Total of separation dates (B)	5980	31	57						
SCD-Leave (A) - (B)	1988	8	4						
PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION-IN-FORCE (RIF) PURPOSES									
Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes.									
[This portion of the form is not shown for this example.]									
REMARKS									
Concurrent part time appointments limited to calendar time.									
Name of Person Computing SCD(s) J. Reilly							Date SCD(s) Computed 11/15/1998		

NOTE: This version of the Standard Form 144-A was reformatted to fit on one page. Part II of the Form was not shown in this example.

Subchapter 3. Change in Service Computation Date-Leave.

3-1. Actions to Change the Service Computation Date-Leave.

a. Process a separate Change in Service Computation Date (SCD) action when the employee's SCD-Leave changes and no other change occurs. Examples are when:

- additional periods of service are made creditable by statute or an Office of Personnel Management ruling;
- service claimed and verified at the time of appointment was not credited and should have been;
- the employee claims creditable service not previously claimed;
- service claimed at the time of appointment is later verified.

b. When an employee returns to duty after excess nonpay status, the Change in Service Computation Date (SCD) is effective the same date as the return to duty action. (See section 1-5b.) Document the SCD change as part of the return to duty action. Follow instructions in Chapter 16 of this **Guide**.

c. When an employee changes from an intermittent to a part time or full time schedule, the change in Service Computation Date (SCD) is effective the same date as the change in work schedule. (See section 2-2f.) Document the SCD change as part of the change in work schedule action. Follow instructions in Chapter 24 of this **Guide**.

d. When an employee with excess nonpay or on an intermittent work schedule separates, document the change in Service Computation Date (SCD) on the separation

action. The change in SCD is effective the same date as the separation.

e. Process a correction when the Service Computation Date is changing because a mathematical or similar error was made in the previous computation.

3-2. Use of the Standard Form 52.

Use of the Standard Form 52 to process these actions is not required. Follow your agency's instructions.

3-3. Processing Instructions.

a. **Effective Date.** Use Table 6-1 to determine the appropriate effective date for a Change in Service Computation Date action. Note that corrections always have the same effective date as the original action.

b. **Nature of Action and Legal Authority.** Enter the following nature of action and authority in blocks 5 A-D of the Standard Form 50.

<i>Nature of Action</i>	<i>Authority</i>
882 Chg in SCD	VZM 5 U.S.C. 6303

c. **Service Computation Date.** Show the new Service Computation Date-Leave in block 31 of the Standard Form 50.

d. **Remarks.** Use Table 6-1 to identify the required remarks. Also enter any additional remarks that are required by your agency or are necessary to explain the action.

e. **Standard Form (SF) 50.** Follow the instructions in Chapter 4 to complete the Standard Form 50. File one copy on the right side of the Official Personnel Folder; distribute other copies according to your agency's instructions.

**Table 6-1. Effective Date and Remarks for Change in Service
Computation Date-Leave**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>Then Effective Date is</i>	<i>And Required Remark Codes Are</i>	<i>And Required Remarks Are</i>
1	Civilian service claimed by employee is later made creditable by statute or Office of Personnel Management (OPM) ruling	Date set by the statute or the OPM ruling	B33	Changes SCD from (date) to reflect service which has been ruled creditable.
2	Employee claims additional creditable service not claimed at time of appointment	Date evidence of service is received in the Personnel Office	B34	Changes SCD from (date) to reflect previously unclaimed service.
3	Employee is removed from Uniformed Service Temporary Disability Retirement List (TDRL) and given a discharge	Date of discharge	B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.
4	Service claimed at time of appointment is now being credited because it has just been verified or because credit was improperly denied at time of appointment	Date of appointment (see Note)	B35	Changes SCD from (date) because (state reasons).

NOTE: If your agency's system will not accept a change which is effective on the date of the appointment because intervening actions have occurred, use the effective date of the most recent action and explain in remarks that the change is retroactive to the date of appointment.

Table 9-I. Remarks to be Shown on Standard Form 50 (See Notes 1 and 2 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
59	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
60	***		***	***
61	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
62	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
63	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this Standard Form 50. However, Basic Life insurance coverage is always at least \$10,000.
64	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
65		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.

Table 9-I. Remarks to be Shown on Standard Form 50 (See Notes 1 and 2 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
66	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits.
67	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.
68	Office that provides personnel service (including Official Personnel Folder (OPF) maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).

NOTES:

1. Use as many remarks as are applicable.
2. If person appointed is a retiree, use the appropriate remarks from this table *and* from Chapter 8.
3. Be sure to attach to the employee copy of the Standard Form 50, Notification of Personnel Action, a copy of the employment or working agreement.
4. Use this remark in addition to those required by Rules 36-38.
5. Use this remark in addition to those required by Rules 36-39.
6. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency for use in insuring that the Dual Compensation Act is not violated.

Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>
11	Based on person's eligibility for career or career-conditional appointment under 5 CFR 315.601, 315.605, 315.606, 315.607, or 315.609	Is not an employee of your agency		115	Appt NTE (date)	M8M	Reg. 316.402(b)>(3)<
12		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
13	Based on service overseas while a family member of a civilian employee, a nonappropriated fund employee, or a uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency		115	Appt NTE (date)	ZJK	E.O. 12721
14		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>
15	Of a former temporary employee of the agency who was originally appointed from a register or under the provisions of 5 CFR part 333	Meets the time limits for reappointment set out in 5 CFR 316.401	Is not an employee of your agency	115	Appt NTE (date)	NAM	Reg. 316.402(b)>(8)<
16			Is already employed in your agency in a different position or under a different appointing authority	515	Conv to Appt NTE (date)		
17	Based on eligibility for a Veterans' Readjustment Authority (VRA) appointment	Is not an employee of your agency		115	Appt NTE (date)	NCM	Reg. 316.402(b)>(2)<
18		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
19	Of a disabled veteran who has a service-connected disability of 30% or more	Is not an employee of your agency		115	Appt NTE (date)	NEM	Reg. 316.402(b)>(4)<
20		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

Table 10-E. Term Appointment

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
1	***	***	***	***	***	***
2		***	***	***		
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM	Direct-Hire Authority (Cite OPM authority and date)
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	Reg. 316.302>(b)<(1)
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
9	Based on person's eligibility for Veterans' Readjustment Appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	Reg. 316.302>(b)<(2)
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601, 315.604, 315.605, 315.606, 315.607, 315.609, 315.703, or 315.711	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	Reg. 316.302>(b)<(3)
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	Reg. 316.302>(b)(7)<
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30 percent or more	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	Reg. 316.302>(b)(4)<
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
17	Based on eligibility for noncompetitive career or career-conditional appointment after employment with the Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	38 U.S.C. 1006

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
18	Based on the person's reemployment rights	Is not an employee of your agency	108	Term Appt NTE (date)	ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based)	(Cite authority for the reemployment.) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
20	***	***	***	***	***	***
21		***	***	***		
22	Based on service overseas while a family member of a civilian employee, a nonappropriated funds employee, or uniformed service member who is serving overseas >(5 CFR 315.608)<	Is not an employee of your agency	108	Term Appt NTE (date)	ZJK	E.O. 12721
23		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
24	***	***	***	***	***	***
25		***	***	***		
26	Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	108	Term Appt NTE (date)	ZTM	P.L. 99-586

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
27	Based on possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not an employee of your agency	108	Term Appt NTE (date)	VJM	5 U.S.C. 3325
28		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
29	Of a temporary employee who was within reach previously for a term appointment, as described in 5 CFR 316.302>(b)(8)<	Is not an employee of your agency	108	Term Appt NTE (date)	MLK	Reg. 316.302>(b)(8)<
30		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
31	Based on service with the General Accounting Office	Is not an employee of your agency	108	Term Appt NTE (date)	ZQM	31 U.S.C. 732(g)
32		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
33	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	108	Term Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
45	Employee's total salary includes a staffing differential		P71	Salary in block 20 includes staffing differential of \$_____.
46	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
47	Employee who is reemployed under >Old Age, Survivor, and Disability Insurance (FICA) coverage<, Civil Service Retirement System (CSRS) coverage or CSRS-Offset coverage, is eligible to elect Federal Employees Retirement System coverage as provided in *** The CSRS and FERS Handbook >for Personnel and Payroll Offices<	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
48	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
49	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under Federal Employees Retirement System	M46	Employee is covered by FERS because of previous election.
50		Rule 49 does not apply	M45	Employee is automatically covered under FERS.
51	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees		B63	Elected to retain coverage under a retirement system for NAF employees.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
52	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
53	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
54	***		***	***
55	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
56	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
57		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.
58	Employment is on a short-term basis (meaning that employee is expected to work less than six months in each year) or is on an intermittent basis		B03	Ineligible for health benefits.
59	Action is a 115/Appt NTE or 515/Conv to Appt NTE	Action is not described in Rule 58 above	B52	Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
60	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.

Table 11-C. Remarks to be Shown on SF 50 (See Notes 1 and 2 of this table) (Continued)

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
69	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.
70	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
71	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
72	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
73		Canceled enrollment while in previous agency or office	B01	Canceled health benefits.
74	Employment is on a short-term basis (i.e., employee is expected to work less than 6 months in each year) or is working on an intermittent basis		B03	Ineligible for health benefits.

Table 11-C. Remarks to be Shown on SF 50 (See Notes 1 and 2 of this table) (Continued)

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
75	Action is appointment NTE or conversion to appointment NTE (NOA 171 or 571)	Is not described in Rule 74 and employee has not already made a health benefits enrollment decision	B52	Ineligible for health benefits until you complete 1 year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
76	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
77	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
78	***		***	***
79	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.
80	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintained by (name and address of office).

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
1	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note to this table)	No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Process the Change in Work Schedule action, showing the new work schedule in block 32 of the Standard Form 52/50.	If new work schedule code is P, Q, >S, or T,< enter in block 33 the total hours employee will work per bi-weekly pay period. ***
2	Work schedule changes from intermittent to full-time or part-time		Process a Change in Work Schedule action. Enter “781/Chg in Work Schedule” and “VXM/5 U.S.C. 6101” in blocks 5A-5D. Enter the new work schedule code in block 32.	***Enter the new service computation date in block 31 and Remark B31 in Part F of the Standard Form 52 or block 45 of the Standard Form 50. If new work schedule code is P, Q, >S, or T,< enter in block 33 the total hours employee will work per bi-weekly pay period. ***
3	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note to this table)	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action blocks 5A-5F. Document the work schedule change in blocks 6A-6D, or on a separate Standard Form 50.	Enter the new work schedule code in block 32 of Part F of the Standard Form 52 or block 45 of the Standard Form 50. If the new work schedule code is P, Q, >S, or T,< enter in block 33 the total hours employee will work per bi-weekly pay period. ***

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours (continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
4	Work schedule changes from intermittent to full-time or part-time	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action in blocks 5A-5D. Document the work schedule change in blocks 6A-6D, or on a separate Standard Form 50.	***Enter new service computation date in block 31, the new work schedule code in block 32, and Remark B31 in Part F of the Standard Form 52 or block 45 of the Standard Form 50. If the new work schedule code is P, Q, >S, or T,< enter in block 33 the total hours employee will work per bi-weekly pay period. ***
5	There is a change in the number of hours per week that an employee with a part-time work schedule is scheduled to work		Enter the nature of action and authority for the other action in blocks 5A-5F. Document the change in hours in blocks 6A-6D or on a separate Standard Form 50.	Enter in block 33 the total hours employee will work per bi-weekly pay period. ***
6			No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	

NOTE: Check **The Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices** to determine if the intermittent employee, who is expected to return to a full-time or a part-time schedule, loses the Federal Employees Group Life Insurance coverage. If so, follow instructions in Chapter 22 of this **Guide** to process a "Chg in FEGLI" action and to document employee's entitlement to convert to an individual policy (nongroup contract).

Table 24-C. Remarks

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
1	Work schedule is changed from intermittent		B31	Change SCD from (date) to reflect (number) hours worked under intermittent work schedule. (see Notes 1 and 2 of this table)
2		Employee is eligible to earn a within-grade increase (WGI)	P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date). (see Note 1 of this table)
3		Employee is serving a probationary or trial period	E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date). (see Note 1 of this table)
4		Employee is serving on a career-conditional appointment	T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date). (see Note 1 of this table)
5	Work schedule is changed to part-time	Is employed by the Bureau of the Census as a part-time field interviewer	M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments.

Table 24-C. Remarks (continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
6	Work schedule is changed to part-time	***	***	***
7		Employee is covered by the Federal Employee's Part-time Career Employment Act and has health benefits coverage (see 5 CFR part 340)	B45 and B43	You may change your health benefits enrollment within >60< days after the effective date of this action. Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
8		Employee has life insurance	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.
9	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20 ***	Action at employee's request. ***
			***	***

NOTES:

1. If this information is not available when Standard Form 50 is issued, issue a correction action later when the information is available.
2. Follow instructions in Figure 6-14 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future SCD calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equalled 6 days of service credit.

TOPIC	REFERENCE
CHANGES TO or IN (continued)	
Step	17
Tenure Group	26
Veterans' preference	7
Work schedule	24
CITIZENSHIP	
definitions of codes	The Guide to Personnel Data Standards
when and how to record on Standard Form 52	4
CODES	
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definitions	The Guide to Personnel Data Standards
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